South Texas College
Job Announcement 2015-5044

**Job Title:** TEXAS PREFRESHMEN ENGINEERING PROGRAM (TexPREP) INSTRUCTOR (Temporary)

**Department:** High School Programs and Services

**Reports To:** Director of Academies and High School Projects

**Salary:** Commensurate with Education and Experience

**Starting Date:** June 8, 2015

**Closing Date:** Open until filled.

**SUMMARY**
South Texas College TexPREP is an academically intense, mathematics-based, summer enrichment program, designed to develop abstract reasoning and problem solving skills. Our program will be located at our three South Texas College campuses (Pecan, Mid-Valley, and Starr) for eight weeks. The program will include coursework, team projects, class presentations, field trips, special events, and examinations. Instructors are expected to attend staff orientation, training and program preparation. Program Instructors will formally teach three (3) one-hour classes daily. Instructors must be available eight (8) hours each weekday for the seven and one-half (7 1/2) weeks of program operation and must be familiar with one of the following program year subjects:

The academic component of TexPREP includes:
Year 1 PREP: Logic and the application to Mathematics, Introduction to Engineering
Year II PREP: Algebraic Structures, Introduction to Physics
Year III PREP: Intro to Probability and Statistics, Intro to Technical Writing
Year IV PREP: Intro to Computer Science, Water Science
All Years: Topic in Problem Solving, Career Awareness Seminars, Research and Study Time, Field Trips and Special Events

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Master of subject matter: demonstrates a thorough and accurate knowledge of the field or discipline.
2. Formulates lesson plans from a set of TexPREP curriculum (provided on first day), in accordance with TexPREP objectives and philosophy.
3. Prepares quizzes, tests, final examinations and other instruments.
4. Determines grades for students enrolled in their classes.
5. Available for one-to-one tutoring before and after classes, as needed or requested.
6. Assists with TexPREP special activities related to the academic components of the program.
7. Works with Program Assistant Mentors daily to develop and coordinate lesson plans and educational support activities for effective instruction.
8. Participates in college site visits and/or academic related events as a chaperone.
9. Submits program final grade reports to Director.
10. Performs other duties as assigned by Director, Site Directors or Program Coordinators.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess appropriate academic preparation.
2. Sensitivity to all confidential student and college information and issues.
3. Excellent organizational skills.
4. Excellent oral and written skills; interpersonal skills.
5. Demonstrated commitment to the community college philosophy of education.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
7. Ability to travel within the district; valid Texas driver’s license and proof of liability insurance required.

**CRIMINAL BACKGROUND CHECKS**
All applicants are subject to a national criminal background check under STC policy.
EDUCATION and/or EXPERIENCE
Bachelor’s Degree required.
Bilingual, English-Spanish, preferred.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, customers or employees of organization.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and sit. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

HOW TO APPLY: Submit letter of intent, STC application, resume, copies of transcripts (official transcripts required BEFORE assignment begins) and five professional references with addresses and phone numbers to:

SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd
McAllen, TX 78501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.